

## TERMS OF REFERENCE

POSITION	Info-communications officer
AREA/DEPARTMENT	Business Development Department
PLACE OF WORK	Save the Children Italia Onlus (Rome)
REFERS TO	Private partnership and comms senior officer
HR MANAGEMENT	T
BUDGET RESPONSABILITY	No
LIVELLO CSP	1
CONTRACT TYPE	Fixed term
GROSS SALARY	26.000-28.000€

## INTRODUCTION TO SAVE THE CHILDREN

Save the Children is the world's leading independent organization for children.

**OUR VISION** is a world in which every child attains the right to survival, protection, development and participation.

**OUR MISSION** is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives

Save the Children Italia (SC IT) was created as an ONLUS in 1998 and is now a prominent member of Save the Children International.

## SAVE THE CHILDREN'S VALUES

**ACCOUNTABILITY:** We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.

**AMBITION:** We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.

**COLLABORATION:** We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.

**CREATIVITY:** We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.

**INTEGRITY:** We aspire to live to the highest standards of personal honesty and behavior; we never compromise our reputation and always act in the best interests of children.

To finance our work, we depend on the support of the general public, volunteers, the corporate sector, governments and international donor agencies.

## CHILD SAFEGUARDING POLICY

At Save the Children Italy we are committed to the safeguarding and protection of children in our work. Save the Children believes that a child or young person should never experience abuse of any kind. We have a responsibility to work in a way that promotes the welfare of children and protects them from

harm. Our Organization has a zero tolerance approach to any harm to or exploitation of a child by any of our staff, representatives or partners. Save the Children expects the highest standards of behavior from all its staff when dealing with children. Those who are representing Save the Children must adhere to the Child Safeguarding Policy, both in their private and professional lives

Save the Children Italy will do everything possible to ensure that only those who are suitable to work with children are recruited to work for us.

## **JOB PURPOSE**

The Info-communications officer is a key role to draft and disseminate information products related to development and humanitarian programmes to enable communication, advocacy and fundraising activities. This function will ensure a smooth communication and exchange of information between the International Programmes & Advocacy (IP&A) departments and the rest of the organization.

The role will guarantee that quality information materials are developed and shared timely, and that SC It funded projects get high visibility level, preparing information outputs such as country and project summaries, reports, briefs, as well as developing quality materials for private global and local corporate partners.

The Info-communications officer will facilitate media and donors field visits, as well as donor focused events related to SC It international programmes. The person is expected to generate ideas and drive programme information quality forward, to find new ways to communicate our actions and achievements, and attract new donors.

## **RESPONSIBILITIES**

### **Development of programme materials and info sharing:**

- Contribute to the creation of high quality, accurate and compelling written materials about SC It programmes, priorities and strategies.
- Revise and facilitate the dissemination of accurate, clear and consistent information outputs related to emergency responses in coordination with the Humanitarian manager.
- Support the development of the international programmes information for SC IT's annual report.
- Identify compelling case studies and information as well as spotting strong stories for internal and external sharing and dissemination.
- Provide information and annual project summaries for SC It website and facilitate the contact with Cos for the collection of related materials
- Developing programmatic brief for the annual global campaign and related events.
- Organize trainings and capacity building for SC It staff/volunteers ensuring that IP&A programmatic and geographic priorities are clear and disseminated within the organization.
- Support/coordinate the design and development of key messages, Q&A's and factsheets and other internal and external materials.
- Contribute to ensure smooth information and communication flows between SC IT IP&A and a variety of internal stakeholders (i.e. Marketing and fundraising, communications)

### **Info management for Private donors and partnerships:**

- Support the Private partnership and communications senior officer to identify the most suitable programs for private fundraising, in coordination with the IP portfolio and considering the requirements of the fundraising teams.
- Ensure timely development and submission of project and report summaries for private donors.
- Support to develop quality reports for global corporate and shared value partnerships, and contribute to provide up-to-date, engaging information on strategic/innovative opportunities to help the fundraising and international programmes teams to engage existing and prospective partners.
- Facilitate and support the organization of donor and media field visits liaising with COs to define field visit itinerary, budget and logistics and maintaining a supervision of comms materials to be prepared before and after the visit. The info and communications officer may participate to field visit.

### **EXPERIENCES & QUALIFICATIONS**

- Degree/Master degree in relevant areas
- 3+ years of experience in similar roles
- Fluent in English and Italian, both written and verbal
- Good understanding of international cooperation programmes
- Previous experience in an International NGO is a plus

### **SOFT SKILLS**

- Flexible and adaptable, with attitude to work cross functionally.
- Creative and results oriented
- Excellent verbal and written communication skills, with an ability to adapt style of communication to ensure messaging is understood by different stakeholders

### **OTHER**

- Commitment to Save the Children values